Court Executive Development Program

Phase III

1998-99

Year 2000 Readiness: Preparing for the Days of Necessity

Presented to:

National Center for State Courts

Institute for Court Management

by:

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Year 2000 Readiness: Preparing for the Days of Necessity

Acknowledgements

This paper is a culmination of nearly 20 years of growth and change, gained under the tutelage, mentorship, and friendship of Michelle S. Longtin, Operations Director of the San Diego Superior Court, East County Division. Michelle saw me as a young "diamond in the rough," and over time gently endeavored to smooth out the sharp edges and shape a bold teenager into a (sometimes bold) professional and manager, who is soon to gain the coveted distinction of an Institute for Court Management Fellowship. Without Michelle's lead and example, I'm not sure where I might be today.

I'd further like to express deep gratitude to Frederick W. Lear for his leadership and for having the confidence in my abilities to help me attain my goals, and to Lloyd Amborn for accepting my need to finish the program in spite of my having left the employment of the courts.

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Finally, this paper is dedicated to B.C.H. for making me believe that I can do anything.

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The Ant and the Grasshopper

In a field one summer's day a Grasshopper was hopping about, chirping and singing to its heart's content. An Ant passed by, bearing along with great toil an ear of corn he was taking to the nest.

"Why not come and chat with me," said the Grasshopper, "instead of toiling and moiling in that way?"

"I am helping to lay up food for the winter," said the Ant, "and recommend you to do the same."

"Why bother about winter?" said the Grasshopper; we have got plenty of food at present." But the Ant went on its way and continued its toil. When the winter came the Grasshopper had no food and found itself dying of hunger, while it saw the ants distributing every day corn and grain from the stores they had collected in the summer. Then the Grasshopper knew:

It is best to prepare for the days of necessity.

- - Æsop's Fable

Year 2000 Readiness: Preparing for the Days of Necessity

I. Introduction

For some of us, the impact of the change in calendar date will be nothing more than the experience of an historical event. For others, the impacts could be literally catastrophic. The task of preparing for Year 2000 (Y2K) serves to prepare the court in order to eliminate, or at the very least, mitigate, the impact.

This topic was chosen because Year 2000 readiness was, and remains, a looming and consequential issue to the courts. In addition, high interest and existing skills on the part of the writer, support by court administration and peers, and the chance to accomplish a task of vital importance combined to serve to make this topic a natural selection.

As the rest of the business and government world prepares, the courts are also vulnerable. We too have come to depend heavily upon computers and applications to conduct our business. Customer service, accounting, budgeting, case processing, time standards, records retention, and personnel and payroll are just a few examples of the major areas impacted by the use or computers.

On the web site "Y2K Survive," located at http://www.y2ksurvive.com, the following paragraphs are found, which summarily describe the Y2K issue (author unknown):

"Two little numbers. Two small digits. Who would have ever thought the lack of two numbers could cause such worldwide upheaval and suffering? Certainly not the early computer programmers who designed the first IBM data processing programs, nor all the other programmers who incorporated

the two-digit date system into virtually every computer and computer program in the world from the 1950's to the mid-1990's.

Remember the War of the Worlds movie that was made in the early 1950's and shows up occasionally on cable TV? The unstoppable, all-powerful, conquering Martians with their high-tech war machines destroying everything in their paths as they invaded Earth? Rolling over the puny earthling defenders as if they weren't even there? Talk about confidence in their technology! They were unbeatable!

Except for one little thing, one small detail they hadn't considered, something even smaller than two digits in a computer date: a tiny, insignificant earth microbe, a germ that wouldn't so much as give an earthling the sniffles. The "invincible" Martians were brought down by a virus, just as we are going to be brought down by a computer virus, the Millennium Bug, Y2K."

Understanding the significance of those "two small digits" as they relate to court systems and applications is only the first step in remediation of the problem. We must also prepare a readiness plan, and proceed to carry out the plan on a continuing and systematic basis until completion - until we can certify that we are 100% Y2K compliant.

Even then, our work will not be complete. We must double-check critical systems immediately before the turn of the millennium. We must put into place contingency plans in case of systems failures. We must be on standby to bring about quick correction if necessary, so that the court can not only continue to operate, but to be ready to serve our customers at 8:00 a.m. on Monday, January 3, 2000.

II. Purpose of the Project

The purpose of this project is to prepare the court for the "days of necessity" by methodically and systematically "toiling and moiling" one step at a time to bring about Year 2000 readiness. The need exists; the timing is right, and with substantial time to prepare, sufficient time and resources exist to do it well.

III. Background of the Court

The County of San Diego, California, is divided into four separate judicial districts. The eastern portion of the County is served by the Superior Court of California, County of San Diego, East County Division, so named after the implementation of court unification, effective December 1, 1998.

Given the duration of the research associated with this project, and the jurisdiction of the municipal court prior to the implementation of unification, this paper is confined to the issues associated with the former El Cajon Municipal Court, which was established in 1953. The court's authority is derived from the Constitution of the State of California and the Government Code.

The El Cajon Judicial District is geographically the largest of the four judicial districts in San Diego County. Covering 1,063 square miles, it stretches eastward from the City of Lemon Grove to the Imperial County Line, and includes the northern community of Ramona. A branch court is maintained in Ramona to serve the citizens in that area.

El Cajon Municipal Court is comprised of 10 judges and 2 commissioners, and *pro* tempore judges (local attorneys acting as temporary judges for purposes of hearing certain cases.) 127 non-judicial employees provide administrative and clerical support to

the court and the 500,000 residents in the El Cajon judicial district on a budget of \$7.1 million.

The El Cajon Municipal Court hears civil cases which include personal injury, contracts up to \$25,000, and small claims cases of \$25,000 or less. Landlord-tenant claims of \$5,000 or less are also heard by the court.

The municipal court has criminal jurisdiction over misdemeanors - offenses generally punishable by fine and/or county jail - and infractions such as traffic violations. The court heard contested parking matters through fiscal year 1992/93, after which jurisdiction was transferred to the individual cities for enforcement. Preliminary hearings in felony cases are also heard by the court to determine if there is sufficient evidence to require a defendant to stand trial in the superior court.

Since 1977, the court's judges have been hearing superior court felony cases, civil claims of unlimited jurisdiction, and divorces under a special assignment from the Chief Justice of the California Supreme Court and a special arrangement with the San Diego Superior Court. This innovative program is known statewide as the "El Cajon Experiment" and is considered by many to be the forerunner for unification in this state.

Effective December 1, 1998, the courts of San Diego County were unified, pursuant to the effects of Proposition 220 and the confirming vote of the judges. As previously

stated, the former El Cajon Municipal Court became San Diego Superior Court, East County Division.

IV. What Do I Plan To Accomplish With This Research?

The objective of this research, and the resultant project is to make the court ready for the turn of the millennium. Many computers, applications, and devices must be inventoried, tested, and repaired or replaced to ensure that we can conduct "business as usual".

V. What Will It Take To Implement This Project?

To implement this project, the research and conclusions relative to impacts must be completed and presented. A plan is to be developed, and court administration, management, supervision, and staff must be made aware of the relevance of the issues to their daily work. Given the magnitude of the issue and the time available to complete the project, a team should be assigned to complete the inventory and remediation tasks. Finally, a standby plan must be put in place to ensure that we are ready to work on Monday, January 3, 2000 at 8:00 a.m.

VI. What Prohibitors Might Exist?

Some prohibitors might include:

- Difficulty in meeting deadlines;
- Conflicts in priorities;
- Fear of change;
- The changing political climate of the courts;

- Funding for remediation; and
- Tedium.

By anticipating these prohibitors, the researcher has undertaken to avoid them where possible.

- Deadlines have been set as targets, with a great deal of flexibility built in.
 This should serve to enable the meeting of critical deadlines, as well as to eliminate problems associated with conflicting work priorities;
- By involving administrative, managerial, and clerical staff at all levels and during the entire project, change noted, and therefore fear of change, should be relatively minimal;
- The political climate of the courts will change as surely as the world turns, and for many reasons. That is simply a fact of life. Uncertainty exists surrounding support for this project once major judicial and administrative changes occur. In order to circumvent this potential problem, the researcher has volunteered to provide guidance and assistance to all courts in the County. By doing so, they are able to take advantage of the many hours of analysis, planning, and research done to complete the task at hand. This sharing of work will save them significant amounts of time, and will further serve to bring all courts to the same level of recognition of the need, as well as similar levels of readiness;

- In terms of funding, it is expected that minimal amounts will be required. It is notable that the courts are very fortunate to be able to replace PC's on approximately a 3-year incremental cycle. Computers purchased in 1996 will be replaced in 1999 with Y2K-compliant models. Those purchased in 1997 and later are generally being found to be already compliant, or are easily remedied by installing chips or downloading software patches, which are being provided on a *gratis* basis by manufacturers:
- Tedium is inherent in most large projects. However, and again, by spreading
 deadlines over a period of time, breaking tasks into small increments, and
 regular communication, it is hoped that each member of the Y2K team will
 find a sense of accomplishment for the completion of each task.

VII. Who Needs To Be Involved? Will It Make Their Work / Lives Harder Or Easier? Worse Or Better?

It is anticipated that staff from all levels of court operations will be involved. By using the team approach, utilizing the efforts of many toward a common goal, and dissecting the project into numerous small tasks rather than a single daunting program, the project should prove to have a relatively low impact.

The small amount of extra work required on the part of each member of the team should prove to be easily absorbable, and should therefore, not negatively impact their work. In fact, in the long run, the opposite should be true. By approaching the Y2K readiness

issue well in advance, and in small steps, we will be continually moving toward our goal.

Each person involved should find pride and accomplishment in his or her efforts,

especially at the time of the change.

VIII. What Are We Doing Now?

While the County's Department of Information Services has undertaken to convert or remedy any Year 2000 (Y2K) concerns associated with mainframe systems and applications, the advent of the PC and local area networks in the courts, as well as the use of various pieces of equipment which utilize internal computers, makes this a global project. Courts were participating on a minimal and as-needed basis with the analysis and re-programming of the various mainframe systems and applications, but no internal work was being done relative to the Y2K Bug.

In July, 1998, the County of San Diego contracted with a consultant, Science Applications International Corporation (SAIC), to approach the problem from the county-wide perspective. SAIC began meeting with representatives from the individual departments on the basis of their work groups. (County administration has divided all departments into various functional segments, including Financial/Government Group, Community Services Group, Health and Human Services, and Land Use and Environment, as well as the Public Safety Group, of which the courts are a part.)

Each work group had a project team assigned. Information, timelines, and checklists were disseminated. Optimistic deadlines were set for the provision of data and

inventories. One flaw in this process was that the same deadlines were assigned to departments of 3000 staff as to those of 50. Objectives, deliverables, schedules, and responsibilities were assigned and/or accepted as appropriate. Each team member was then to develop his or her own tracking mechanisms and remediation / testing techniques

IX. What Plans Will I Follow To Ensure Accuracy?

The project plan includes:

to ensure Y2K compliance.

Phase I:

Plan

Phase II:

Inventory

Phase III:

Test

Phase IV:

Remedy, Develop Contingencies, and / or Verify Readiness

Phase V:

Standby

Specific tasks were developed under each category, with target deadlines and the name of the person responsible.

Methodology:

Section 1);

using the guidelines provided, a Project / Task Plan was created (Appendix,

Year 2000 Readiness: Preparing for the Days of Necessity

- b. Meetings were held with court administration to provide them with information relative to the impact and need for the project, and to gain approval of the planned approach;
- c. Information was gathered which would present the information in simple terms, and an informational memorandum was issued to all managers and staff (Appendix, Section 2);
- d. Meetings were held with management staff, again to inform and to gain approval of the team approach, which would directly impact their daily operations (Appendix, Section 3);
- e. A Y2K Readiness Team was assigned, with each manager assigning staff from his or her respective division or unit.
- f. A Y2K Team Workbook was created, and provided to all members of the team at the first team meeting;
- g. A team meeting was scheduled, which brought together the 17 members of the team. This was an instructional meeting to provide training on the impact of the Y2K bug, remediation solutions, to present the Readiness Plan and Workbooks, and to set deadlines for submission of the Readiness Verification Forms, which were the data gathering tools. As a result of this work, an extensive "Court

Inventory" document was created (Appendix, Section 4.) This inventory, labeled the "Readiness Verification Master Item / Task List" became the device for measuring the progress of the project as follows:

- Column 1 Each item or task was assigned an identifying number;
- Column 2 Each was assigned a "criticality factor" of 1, 2, or 3 (3 being highest.) This factor served to weight each item as to its overall criticality to operations;
- Column 3 Each item or task was named;
- Column 4 The responsible person for each item was listed;
- Column 5 Confirmed that the "Readiness Verification Form" (RVF) was sent to the responsible person;
- Column 6 Confirmed that each RVF was returned;
- Column 7 Approximate cost was planned to be collected;
- Column 8 The targeted test date was listed,
- Column 9 The targeted completion date was listed; and
- Column 10 Compliance and item tagging were scored with a "0" if not completed, and a "1" once complete.

To compute the percentage complete, the sum of the criticality factor was divided into the sum of the compliance score. For example, on February 1, 1999, a total of 1,308 items were Y2K ready. The total criticality factor was 1,377 for all items. Therefore, 1,308 divided into 1,377 = 94.99%, signifying 95% project completion.

- h. Further meetings were held on both a group and an individual basis to ensure movement and compliance, to answer questions, to provide assistance with problem areas, and to ensure that all factions were on target;
- i. Staff worked independently, or obtained assistance in order to conduct the testing, recommend or implement remedy, and to verify readiness. Using daily operational procedures, they submitted orders for replacement items or repairs as necessary, and have indicated readiness;
- j. As of February 1, 1999, approximately 11 months remain to finalize readiness.

 We have a targeted completion date of August, 1999, allowing the rest of the year for re-confirmation and follow-up as necessary;
- k. Staff plans to be on site on 1/2/2000 to conduct testing and to implement emergency contingency plans should they be necessary at that time.

The complete Project / Task plan follows in the Appendix.

XI. Conclusions

As of February 1, 1999, the San Diego Superior Court, East County Division is proud to be 95% Y2K-compliant. In terms of the items identified as viable to present an impact, items have been inventoried and included in the planning phase, and tested. Each

item was then confirmed to be either: 1) compliant; 2) non-compliant but not significant; or 3) non-compliant, and requiring remedy.

Those items remaining include major computer systems, which will need additional testing, application programming, follow-up testing, and confirmation before they can be declared and tagged as compliant. We are ahead of target as to those items and applications over which we have direct control. We expect to be 100% compliant on or before June 30, 1999.

Where we do not have direct control, we have, and will continue to follow-up to ensure that compliance will be reached. We will enter the "standby" phase at that point, which will include a re-check and identification of critical equipment and systems, further remediation as necessary, and preparation of contingency plans for all critical systems, whether tagged "compliant" or not. This step is necessary since no testing is absolutely fail-safe, and those systems or applications determined to be critical are mandatory to the continuation of operations.

Full system backups will be conducted at the end of November and the end of December.

Further, the Y2K Team will be on site early on Sunday, January 2, 2000 to test critical systems and to implement contingency plans if necessary.

With careful planning and the full support of the Bench, Administration, and Management, as well as the cooperation and efforts of the Y2K Team, we are fully

confident that we will be Y2K READY at 11:59 p.m. on December 31, 1999, just as the Ant was prepared for the Winter.

Appendix –

Project / Task Plan

PROJECT / TASK PLAN	1
INFORMATIONAL MEMO TO STAFF	2
MEETING AGENDAE	3
COURT INVENTORY	4
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Section 1:

Project / Task Plan

El Cajon Municipal Court

Y2K Readiness and Remediation

PROJECT / TASK PLAN

OBJECTIVE:

The objective of this project is to make the court ready for the turn of the millenium. Many forms, computers, applications, and devices must be checked and or repaired to ensure that we can conduct "business as usual" on Monday, January 3 of the Year 2000.

To complete this large undertaking, the following are the overall project tasks to be completed:

- I. PLAN
- II. INVENTORY
- III. TEST
- IV. REMEDIATE, DEVELOP CONTINGENCY AND/OR VERIFY READINESS
- V. STANDBY

SPECIFIC PROJECT TASKS:

- I. PLAN
- Prepare initial list of affected items / tasks

Who Responsible: RR

Target Completion Date: 8/14/98

Completed 8/14/98 (See Attachment 1)

Prepare Plan and Proposal

Who Responsible: RR

Target Completion Date: 8/18/98

Completed 8/18/98

Meet with SAIC to present plan and obtain feedback

Who Responsible: RR

Target Completion Date: 8/19/98

Completed 8/19/98

Submit Plan and Proposal to Court Administration for input / approval

Who Responsible: RR

Target Completion Date: 8/24/98

Completed 8/24/98

□ Finalize Plan and Proposal after meeting with Court Administration

Who Responsible: RR

Target Completion Date: 8/24/98

Completed 8/25/98

□ Distribute Y2K "Intro and Info" memo to all judges and staff

Who Responsible: RR

Target Completion Date: 8/24/98

Completed 8/25/98

Meet with Division Managers to present Plan and discuss Team

Who Responsible: RR

Target Completion Date: 8/25/98

Completed 8/25/98

□ Form Y2K Readiness Team from Division Manager appointments

Who Responsible: RR

Target Completion Date: 8/25/98

Completed 8/25/98

Meet with Readiness Team; present project and distribute workbooks

Who Responsible: RR

Target Completion Date: 8/27/98

II. EVALUATE/INVENTORY

List each general item in Master List for project tracking

Who Responsible: RR

Target Completion Date: 8/27/98

Accounting	
Admin	
Calendar	
Chambers	· .
Civil/Small Claims	.,
Court Reporters	
Courtrooms	· ·
Criminal	
Judicial Secretaries	
Pre-Trial Services	
Ramona	
Research Attorneys	
SAAU	
SCA	
Staff Development	
Systems Support	·
Traffic	·
Adjust Master List and prepare final Who Responsible: RR Target Completion Date: 9/8/98	

□ Set target test dates

Who Responsible: RR

Target Completion Date: 9/9/98

Prepare Readiness Verification Form for each item

Who Responsible: Team Members Target Completion Date: 9/9/98

Distribute Readiness Verification Forms

Who Responsible: Team Members \(\)
Target Completion Date: 9/9/98

Collect return forms

Who Responsible: Team Members Target Completion Date: 9/11/98

□ Enter data and analyze

Who Responsible: RR

Target Completion Date: 9/14/98

Report to Dan Eberle

Who Responsible: RR

Target Completion Date: 9/15/98

III. TEST

□ Create Y2K Remediation / Verification Checklist

Who Responsible: RR

Target Completion Date: 9/17/98

Distribute Remediation / Verification Checklist where appropriate

Who Responsible: Team Members Target Completion Date: 9/18/98

Conduct Testing

Who Responsible: Team Members Target Completion Date: 10/30/98

Collect Remediation / Verification Checklists

Who Responsible: Team Members Target Completion Date: 10/31/98

IV. REMEDIATE, DEVELOP CONTINGENCY AND/OR VERIFY READINESS

Submit work requests as appropriate

Who Responsible: Team Members Target Completion Date: 11/25/98

Develop contingency plans as appropriate

Who Responsible: Team Members Target Completion Date: 11/25/98

Gather hard copies of any pertinent forms or documents

Who Responsible: Team Members Target Completion Date: 12/3198

□ Follow up on Remediation items

Who Responsible: Team Members Target Completion Date: 2/3/99

Conduct Team Status Meetings

Who Responsible: RR

Target Completion Date: 1998: 8/27, 9/3, 9/11, 9/18, 10/31, 11/26

1999: 2/3, 3/4, 4/1, 5/6, 6/3

Report monthly at Management Team Meetings

Who Responsible: RR

Target Completion Date: 1998: 9/8, 10/13, 11/10, 12/8

1999: 1/11, 2/8

Complete all remediation

Who Responsible: Team Members Target Completion Date: 6/30/99

Prepare Final Report and Provide to Dan Eberle

Who Responsible: RR

Target Completion Date: 7/2/99

V. STANDBY

Identify "critical" equipment /systems

Who Responsible: Team Members Target Completion Date: 8/3/99

Review Departments/Units for new equipment; spot check and confirm readiness

Who Responsible: Team Members Target Completion Date: 9/3/99

Remediate as necessary

Who Responsible: Team Members Target Completion Date: 10/1/99

Review contingency plan in case of lost critical equipment / system

Who Responsible: Team Members Target Completion Date: 12/1/99

□ Re-test contingency plan for critical equipment / systems

Who Responsible: Team Members Target Completion Date: 12/10/99

☐ Identify On-Site Team for Readiness Test to be conducted Sunday, 1/2/00 at 7:00 a.m.

Who Responsible: Team Members Target Completion Date: 12/17/99

□ Conduct 2 full backups of network

Who Responsible: Systems Support Target Completion Date: 11/25/98 99

On Site Team testing of critical equipment / systems

Who Responsible: Team Members Target Completion Date: 1/2/00

Can we enter the building? Are alarms quiet? Can we access systems?

Attachment 1: List of all affected items / tasks

Applications:

Accounting Spreadsheets

AnyWhere

AutoCite

BAJI/CALJIC

CFLR

Civil Database

Dissomaster

FLIRT

GroupWise

Law Desk

Microsoft Office Apps

Network Operating Systems

Photo Radar?

SAAU Database

SCA Apps

Sick Leave Database

Training Database

Unix Apps

Web Page

Word

Computing/Network Equipment:

Bridges

Concentrators

Controllers

Document Endorsers / Receipt Printers

Laptops

Modems

PC's

Printers

Servers

Switches

Uninterrupted Power Supply (UPS)

Forms:

249 Various

Other Equipment:

Announcers (1st and 9th Floors)

El Cajon Municipal Court Y2K Readiness and Remediation Project / Task Outline Copiers

Cell phones

Credit card readers/printers

Cipher Locks

Courtroom recorders

Date Stampers (manual)

Dictation Equipment

Fax Machines

Graphic light / sign Bars

Interpreter headphones

Key fobs (secure door electronic entry)

Off site Equipment (police stations)

Pagers

Postage Machine

Proxima Cards

2-way Radios

Rubber stamps

Sobel Calculators

Stenograph Machines (court reporters)

Time Stamps

VCR's

Vehicles

Others?

Items to be/being handled by other departments (need to verify) remediation:

DMV apps (SDMC with DMV)

Elevators (General Services)

Fire Alarms (Marshal and General Services)

Generators (General Services)

IRS (Tax Intercept) Apps?

Judicial Council Apps?

Judicial Council Forms

Mainframe Apps (DIS)

Microwaves

Revenue & Recovery Apps?

Security Systems (Marshal and General Services)

Telephones (DIS - Telecomm)

Unix Apps (SDMC)

El Cajon Municipal Court Y2K Readiness and Remediation Project / Task Outline

		\ \ 	Y2K Prep. ,dness	ess				
		Rea	Readiness Verification	ation				
		Mas	Master Item / Task List	k List				
Criticality # Factor	Item / Task	Who	Readiness Verification	Readiness Verification Form	App.	Target	Target	Compliance
(1, 2, or 3)			Form Sent	Returned (Due 9/11)	Cost	Date	Completion Date	and lagged (0 or 1)
- 0								
7			-					
3								
4								
010								
1 0								
· ·								
6								
10						,		
11								
12								
13								
14								
15								
16								
17		9						
18								
19						+		
20					-			
21								
22								
23								
24								
Note: The Crit	Note: The Criticality Factor (3 being highest) will be used to determine the importance of each item. This will determine priority and will	vill be used to	determine the	importance o	f each item	. This will	determine prio	rity and will
25 purposes.	purposes.	ance score (0) = no / 1 = yes) to determine	percentag	e of proje	ct completion f	or reporting

El Cajon Municipal Court Y2K Readiness and Remediation READINESS VERIFICATION FORM

Purpose: To confirm that the items listed are Year 2000 (Y2K) compliant - will be functional when the calendar date changes to January 1, 2000.

Master List #:		Criticality Code:
Item / Task:	-	(1, 2, or 3 - 3 being highly critical)
•		
Suggested Test Method:		
Who Responsible:		
The A. Consoliding Through Dates		D
Test Completion Target Date:		<u>By:</u>
ITEM IS Y2K-READY:		YES or NOT APPLICABLE
		If YES, Item is Y2K Tagged
		NO or DON'T KNOW
·		
E-Now He / To Do Mater		
Follow-Up / To Do Notes:		
Approximate Cost to "Repair":	_\$	
Target Completion Date:		

PLEASE RETURN THIS FORM TO ADMIN NO LATER THAN 9/11/98

Section 2:

Informational Memo to Staff follows

IntraOffice MEMORANDUM

El Cajon Municipal Court

date:

August 25, 1998

to:

All Managers and Staff

from:

René Roberts, Administrative Assistant

subject:

Year 2000 (Y2K) Readiness Project

Only 493 days remain until the turn of the millenium.

For some of us, the change in the calendar date will be nothing more than the experience of an historical event. For others, the impacts could be literally catastrophic. I have been tasked with ensuring that, as the Year 2000 approaches, we assess the risks and possible impacts, conduct whatever inventory and research is necessary, and remediate, test, and verify compliance of all systems, equipment, and processes for which the court is responsible.

Representatives from all departments of the County of San Diego recently met and were provided with information as to the current status of Y2K readiness (which varies greatly among the departments), as well as a timeline for the preparation of a plan. As a result of that meeting, I have developed a comprehensive plan, using a phased approach to reach readiness before December 31, 1999. There are literally hundreds of items, mandatory to conducting court business, that must be inventoried, tested, and corrected. There are others which must only be inventoried and confirmed as Y2K ready or not applicable.

To cover every item in every division and unit of the court, the plan includes the appointment of a "Y2K Team" which will be made up of staff representatives. The team, which Fred will appoint during the coming week, and I will be working together during the entire project, and will be meeting with expert consultants hired by the County to assist us. The Team will provide monthly written status updates at Judges' and Management Team meetings, as well as reports to the County of San Diego. By taking advantage of this approach, the goals associated with Y2K readiness will be obtainable, rather than daunting. Utilizing the knowledge and skills of our staff will ensure that we cover all issues.

This memo is to make you aware of this major project, to help you understand the impacts and why this effort is so important, and to notify you that you will not only be hearing about Y2K concerns and issues for the next 71 weeks, but you will see

consultants and meetings taking place, and you may experience some interruptions to your work as procedures, workstations, equipment, software, and processes are reviewed.

We will be preparing a list of potentially affected items used by the court. This list includes computers as you would expect, but doesn't end there. We must review photocopiers, clocks, time and date stamps, 250 forms, in-house computing applications and other software, networking equipment, cell phones, credit card readers, recorders, dictation equipment, pagers, postage machines, calculators, vehicles, and many other items.

We will also be conducting research on web sites with various manufacturers about their products. All information obtained will be available to you at any time during the project. Also, you may wish to anticipate Y2K readiness in your home and personal life. Some consumer information taken from the Internet is attached. If you are interested in reviewing Y2K information more closely, the State of California has posted an extremely informative and helpful web site from which a plethora of information may be obtained. The address is: http://www.year2000.ca.gov/

Please feel free to contact me at any point during the project if you have questions or suggestions. On behalf of the future Y2K Team, I thank you in advance for your patience, and we look forward to working with you on this project.

Very truly yours,

René Roberts, Administrative Assistant

and Y2K Team Leader

/s

attachments (2)

c: Judges of the Court

Frederick W. Lear, Court Administrator Michelle S. Longtin, Assistant Court Administrator

CONSUMER



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Year 2000 Compliance: Household Appliances

What?	Will it be affected?	What will happen and what should I do about it?
Air conditioning & heating controls	No	
Audio equipmment (stereos, radios, etc)	No	
Breadmakers	No	
Cameras	Possibly	Older cameras that record the date on photographs may have calendars which only run to 1999 and then reset to the calendar start date. An incorrect date will be shown on photograph but other functions of camera will not be affected. Calendars on current models well into next century.
Camcorders	No	
Clocks	Probably	May incorrectly match day/date. Adjust as normal.
Computers	Yes	Refer to the main text of article.
Dishwashers	No	
Dryers	No	
Electronic organisers	Possibly	Buyers tend to replace these evey two or three years, so there maybe some calendar problems with older models, but most current models will be 2000 compliant. Check with retailer/manufacturer.
Fax machines	Some pre-1993 models	May incorrectly match day/date. Adjust or contact retailer/manufacturer.
Microwaves	No	
Mobile phones	Possibly	Some cellular phones will require a simple date adjustment, but they are otherwise compliant. Because the date function is independent of the working of the rest of the phone no associated problems will occur.

Refrigerators/freezers	No	
Stoves	No	
Telephones	No	
Televisions	No	
Video recorders	Some pre-1992	Many pre-1992 models work on 7, 14 or 30 day calendars so will be unaffected, although a few models from this period may not match the day and date correctly. If it is not possible to adjust the date independently of the day, try setting the year to 1972: like 2000, a leap year, and a year in which the days of the week fell on the same dates as they will in 2000. Models manufactured in 1992 and after should be unaffected as they incorporate four-digit year timers.
Washing machines	No	

Based on our own research and information supplied by manufacturers and traders.

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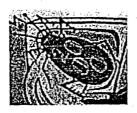
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CONSUMER



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Did the geeks goof up?

Your home computer

Other appliances

Cars

Service industries

Our advice

Mac happy

Websites to check

and the clock stopped, never to go again

We may think it's a high tech age, but computers disagree. They don't recognise dates beyond 31 December 1999, and despite the best efforts of technicians, the full extent of the problems this will create is not yet clear. But if you're worried that half the appliances in your house will refuse to work come the new millennium, don't be.

Naturally you're up, come 11:58pm, 31 December 1999, marvelling at the fireworks and wondering what it all means.

You rush to a nearby credit-card phone to boast to your sister in Britain that you are about to beat her to the new millennium, and are sharing the moment with her when the phone suddenly goes dead. According to the telecommunications system, the difference between the present time and the time your call began is now 53 million minutes, and you seem to have reached your credit limit.

Could it happen? Will the start of the year 2000 mean an end to civilisation and all its creature comforts?

The answer is, almost definitely not. It's extremely unlikely the phones will go dead, highly improbable the banks will forget who you are and how much money you owe them, and pretty certain that planes will not drop out of the sky.

None of which is definite at all. Unfortunately, it is clear that problems will arise, are already arising, and that not all will have been predicted. Consider the case of the power plant in Britain that did a complete year 2000 audit, thought it had got everything ready and ran a check: a computer chip embedded in the exhaust system closed the whole plant down.

The cause of the techno-confusion is something called the Millennium Bug (or Y2k in geek language). It's not a real computer bug, in the normal computer-speak sense of a virus that corrupts the way your computer works. Rather, it's the result of a programming habit developed way back in the 1960s.

That habit, to refer to the date by its last two digits only, has had far-reaching consequences. One is to force every organisation relying on computer chip technology to make a thorough review

of its systems. For many, that process is now well underway.

Another is to produce a crop of self-appointed prophets of doom who want you to believe your car won't start and even that your toaster will refuse to toast.

It's clear, however, that few household appliances will be affected. And among those that are, the problem will usually be limited to their having the wrong date.

Many computers, however, at home, in the office and at your local power plant, will need attention.

▲ Did the geeks goof up?

Not really. The two-digit format was introduced for date storage because it saved space, and at the time space was expensive.

Over the years computer storage got cheaper but programmers built on what they had, rather than going back to rethink the basics. The two-digit year just hung around, with the result that the year 2000 will be recorded as 00, indistinguishable to the computer from 1900. And with the advent of microchip technology, this format became "embedded" in machinery and appliances.

Problems are not likely to occur with new computers, software and appliances. Manufacturers have been awake to the problem for a few years now and new goods should be "year 2000 compliant". This means they should perform all their functions correctly, while approaching, during and beyond 2000.

To be safe, if you're buying an electronic appliance that contains a date function, you should get written confirmation of compliance from the retailer.

But compliant goods are a surprisingly recent advance. In the computer world, for example, some Pentiums (state of the art just two years ago) and even brand-new "no name" computers (which may contain older components) will not roll over to 2000 unless fixes are applied.

Remember it's not just on the stroke of midnight in the new century that problems will occur. If you're doing forward projections on a spreadsheet or any other kind of work requiring computation with future dates, problems may have already arisen.

A Your home computer

The computer problem occurs on three levels: hardware, operating system and software.

Hardware. If you didn't already know it, computers often seem to take a complicated approach to life. The way they keep time is a classic example.

First, they keep track of time with an "RTC" (real-time clock,

with battery back-up). The RTC runs a 100-year clock which uses two digits to record the year. The century is stored in a separate register.

When a computer is switched on, its "BIOS" (basic input/output system), gets its time from the RTC and then makes it available to the computer's operating system, which in turn displays its time on screen.

When the RTC year counter rolls over to 00, the century register on many personal computers (PCs) will remain at 19. The BIOS will not accept this century value, and will consequently use a start date built into the RTC, typically 4 January 1980.

This is a problem in the hardware, which you can test yourself. If your computer is not compliant, you can fix it once the new millennium arrives: you just register 2000 as the start-up date. Alternatively, you can take earlier action by loading special software, available off the Internet. (See Our Advice and Websites to Check).

A third but more expensive option is to upgrade to an operating system such as Windows NT, which will detect and fix the BIOS problem automatically.

In short, the hardware problems are minor, so long as you are aware of them.

Operating systems. These will generally just reflect the information gained from the hardware, so should not cause much distress in themselves.

But there are a few problems, such as File Manager in older operating systems being unable to display post-1999 creation and modification dates correctly. This will be a nuisance, but no more.

Windows 3.x and more recent operating systems such as Windows 95 have file systems which handle dates up to 2108 and sometimes beyond.

Some operating systems take a "smart" approach. Windows 95 and NT, for example, use a technique called "windowing" to decide whether a two-digit year belongs to the 20th or 21st century. For example, 90 might be interpreted as 1990, while 25 would be construed not as 1925 but as 2025.

Software. Problems here should be limited to accounting spreadsheets and other programs that allow you to perform calculations with dates. These applications may calculate the date independently of the computer itself.

Software such as Microsoft Excel uses the windowing technique described above. This will work most of the time, but not if you're recording the life of someone born in 1925 as in the above example: according to the software, they won't exist yet.

You can overcome this by using four-digit instead of two-digit year entries where appropriate.

Even if you buy the latest version you may not be exempt from problems: for example, Excel 95 and Excel 97 both use windowing but with different cut-off dates, so data could be corrupted during an upgrade.

Software auditing packages are available from suppliers and on the Internet. These can provide a list of software which might be affected, but probably won't identify or solve specific problems.

If you only use your PC for word-processing, games, educational software and the Internet, the software should not worry you.

Further help. If the manufacturer of your computer has a help-line, contact them first, as in most cases any advice that they give will be free of charge.

You can employ a consultant, but be prepared to pay around \$100 per hour, and get in early: these people are in big demand!

A list of consultants who provide help with Year 2000 problems can be found in IDG Communications's (the publisher of Computerworld and PC World) 1998 Computer Industry Directory. Or you can look under computer consultants in the Yellow Pages, and ask for someone who specialises in Year 2000 consultancy for the home user.

There is also a lot of information available on the Internet.

▲ Other appliances

(See our Household Appliance Compliance Table)

Electronic appliances such as modern washing machines, video recorders and central heating systems contain "embedded systems": computer chips that control the operation of the appliance.

However, having such a chip doesn't mean an appliance will have a problem. It must also have some kind of date function controlled by this chip that recognises years. Your washing machine doesn't care what year it is, although your VCR probably does.

But if you have, say, a fax machine, or a camera that records the date on the film, or a telephone that tells you the date, you may have some adjusting to do.

In many cases it will be a simple matter of adjusting the clock in the normal way, much as people with a day-of-the-month display on an analogue watch have to do every short month.

In a few other cases, though, more complex adjustments will be required (see table).

Mechanical devices such as blenders and power tools do not have chips and will not be affected at all.

A Drive time

What about cars with computerised control systems? Will they decide their engine monitoring is a hundred years short of even being invented and refuse to go?

The answer we have been given is no. It is true that sophisticated features such as computerised servicing reminders have no real time dependence, relying instead on odometer readings, or at the very most, the time since the last fault or service check.

But the automotive industry in New Zealand has been slow to say much on the year 2000, so we think it's worth pushing suppliers for more information.

▲ Service industries

What about those airline tickets you hope will take you to the world's thrilling year 2000 millennium projects? Will your travel dates compute?

And the bank? Will it close your account or start your mortgage all over again from the beginning?

These types of glitches are possible, but not likely. Most large businesses have year 2000 projects already in place, working to identify and remove any risks to the way they or their suppliers operate.

However, there may be a little more cause for concern with public sector services.

A recent survey reported by the Auditor General noted that of 256 public bodies approached, only 60 percent were confident that testing for year 2000 compliance would be completed by December 1999.

Banks. Banks are devoting a lot of money and attention to ensuring the correct processing of post-1999 dates.

All banks will be conducting their own tests prior to the big date, and the Bankers' Association will also be coordinating industry-wide tests on the performance of automatic payment, direct debit and direct credit systems.

Many problems have already become apparent and been dealt with. For example, interest on loans has already been calculated into next century, and problems with credit card and ATM card expiry dates are being addressed.

Taxation. Inland Revenue's major computer system, FIRST, is only six years old and was developed with the year 2000 in mind.

Even so, IRD has had a year 2000 project running since 1996, in

which all its systems are being test run for a full financial and calendar year before the turn of the century. This also involves a thorough analysis with external organisations such as employers, banks and ACC.

Insurance. In November 1997 the Insurance Council of New Zealand warned that "businesses and homes not making provision for the year 2000 computer problems should not necessarily expect to be covered by insurance". The reason: "insurance is all about providing cover for the sudden and unexpected".

The Commerce Commission is satisfied this is a fair reflection of the line taken by insurance companies and is not an illegal attempt to coordinate a response in the industry.

So be warned. If your computer fouls up because you did nothing, you are unlikely to get compensation from your insurance company.

Airlines. Dutch airline KLM is reported to be seriously considering grounding aircraft on 1 January 2000.

Air New Zealand puts this in perspective by saying that safety is paramount to any airline and should all safety-related year 2000 problems not be addressed in time, airlines will not fly.

Of particular concern are those countries that may not make the funds or resources available to effectively check their air-traffic control systems. This may mean some destinations are placed off-limits to all airlines.

Aircraft navigation systems will have to be carefully checked. It's known that the global positioning system (GPS) has a problem very similar to the Millennium Bug.

GPS satellites broadcast the date partially coded as the number of weeks since 6 January 1980. To limit the amount of data broadcast, the week counter has a maximum of 1023, which will take us to 21 August 1999. At this point the week counter will roll over to zero and to some GPS receivers it will seem that it's 1980 all over again!

Unless rectified, these receivers may report some odd positions and dates. Most GPS manufacturers are well aware of the problem and most modern receivers will handle it without producing errors.

Boaties, surveyors and other GPS users should check with the manufacturers of their receivers.

Telephone systems. Telecom is spending the hearty sum of \$87 million on a programme designed to fix all year 2000 problems. All switching mechanisms are being checked.

Telecom notes that very large PABX systems (those with hundreds of extensions) may need upgrading. Businesses should

contact their PABX retailer direct.

Smaller PABX systems may have an incorrect date that needs resetting, but should be unaffected otherwise.

▲ Our Advice

Traders who mislead consumers about year 2000 compliance will be in breach of the law. Under the Consumer Guarantees Act, if you make it clear compliance is required, the supplier must either deliver on this basis or make it clear this cannot be achieved with the selected goods.

So when you buy a new computer or appliance with a date function, get written confirmation it is year 2000 compliant, and if it's not, find out the timeframe and cost for making it so.

Be aware, however, that there is no uniform legal definition of "year 2000 compliance". You should find out what the phrase means for the appliance concerned.

Even if year 2000 compliance was not mentioned during the sale, you will still have a case if compliance could reasonably have been assumed. If you bought a VCR in 1996, for example, you could reasonably assume its timer-record function will work four years later.

And watch out for dodgy secondhand deals with people dumping non-compliant goods.

How to check your computer

- Go into DOS and type TIME at the prompt.
- ☐ Set the time to 11:58pm and press ENTER.
- ☐ Type DATE at the next prompt, set the date to 31 December 1999 and press ENTER.
- ☐ Exit DOS and shut down your computer.
- ☐ Wait a few minutes and then restart. If the date is Saturday 1 January 2000, your hardware has passed the test.
- When you have finished, reset to the current date using the method above.

How to fix a non-compliant computer

Defect free to wait. The first time you start your computer up in the new millennium, enter the date in DOS as above, using four digits for the year (2000 not 00). It's that simple.

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▲ Mac happy

Apple Macintosh computers will not be affected by the Millennium Bug. Older ones are designed to handle dates through to 6 February 2040. Nearly all Mac software will process post-2000 dates, and the latest Mac hardware will see you right (date-wise) way past even the age of the Planet of the Apes: they recognise the year 29,940 AD.

▲ Websites to check

- ☐ Test your computer with RightTimes's Test2000.Exe, downloadable free of charge, at http://www.rightime.com
- Order a software utility that corrects the BIOS problem, such as Y2KPCPRO, from http://www.y2kpcpro.com
- □ Order Datespy's free Excel auditing package, Excel Y2K at http://www.year2000.co.nz
- ☐ For general information, check http://www.year2000.com and http://www.year2000.co.nz
- ☐ For information on Microsoft software compliance, search under that name at http://ednet.edc.gov.ab.ca

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Section 3:

Meeting Agendae

Y2K Readiness Project

Management Team Meeting

August 25, 1998

AGENDA

Informational Attachments include:

- 1. Memo to All Managers and Staff RE: Year 2000 (Y2K) Readiness Project
- 2. Y2K Readiness and Remediation Project / Task Outline
- I. Year 2000 fast approaching; only 493 days remaining
- II. Y2K Issue goes far beyond computers (see Page 7 of "Plan" for lists)
- III. To be ready, we must:
 - a. Plan
 - b. Disseminate general information by memo and attendance at Judge's Meeting and Management Team Meetings
 - c. Inventory
 - d. Remediate / Repair
 - e. Develop contingencies
 - f. Create backups
 - g. Stand By
- IV. To accomplish all of this:
 - a. Use "work team" approach team members to be appointed by managers
 - b. Need people to cover all areas (see Page 3 of "Plan" for areas)
 - c. Regular reporting to Judges, Management Team, and County

Y2K Team Meeting

August 27, 1998

AGENDA

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- 1. Memo to All Managers and Staff RE: Year 2000 (Y2K) Readiness Project
- 2. Y2K Readiness and Remediation Project / Task Outline
- I. Year 2000 fast approaching; only 491 days remaining
- II. Y2K Issue goes far beyond computers (see Page 7 of "Plan" for lists)
- III. To be ready, we must:
 - a. Plan
 - b. Disseminate general information by memo and attendance at Judge's Meeting and Management Team Meetings
 - c. Inventory
 - d. Remediate / Repair
 - e. Develop contingencies
 - f. Create backups
 - g. Stand By
- IV. To accomplish all of this:
 - a. Use "work team" approach team members to be appointed by managers
 - b. Need people to cover all areas (see Page 3 of "Plan" for areas)
 - c. Regular reporting to Judges, Management Team, and County
- V. Begin inventory; complete by 9/11/98
- VI. Next meeting date: 9/3/98 at 3:00 p.m.

Leader: RR

Scribe:

Y2K TEAM MEETING 9-10-98

AGENDA

1.	Attendance List	
2.	Status of Project	
3.	Explain "inventory" and list of items	
4.	Readiness Verification Form	
	a. Distribute New Form	
r	b. Return forms by 3:00 tomorrow 9/11/98	
	 c. (new field) Criticality Code = 1, 2, or 3 3 is highest criticality/must have to operate 	
	d. Master List # = Division / Number	
	e. Test Method = how you will determine readiness (b	rief statement)
5.	Begin testing where possible	
6.	Questions/Discussion	

9-24-98 @ 3:00 in Admin Conference Room (9-17 meeting canceled)

7.

Next Meeting:

Section 4:

Court Inventory

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- 36	3 form - SC 13	Gerri Palmer X	×	9/10/98	
96	3 form - SC133	Gerri Palmer X	×	9/10/98	
97		Gerri Palmer X	×	9/10/98	
98	၁၀	Gerri Palmer X	×	9/10/98	
66	SC-	Gerri Palmer X	×	9/10/98	
100	- SC	Gerri Palmer X	×	9/10/98	
101	- SC	Gerri Palmer X	×	9/10/98	
102	3 form - SC 29	Gerri Palmer X	×	9/10/98	
103	3 form - SC 30	Gerri Palmer X	×	9/10/98	
104	3 form - SC 32	Gerri Palmer X	×	9/10/98	1
105	2 form - SC 22	Gerri Dalmer Wage 3 o	3 05 30 ×	00,07,0	

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Stang Rage 4 of 38

144	H.	Wendy Stang	X	×	10/30/98	8	
145	3 form - TR 8	Wendy Stang X	×E	×	10/30/98	8	
146	3 form - TR 9a	Wendy Stang X	×	×		11/25/98	
147	3 form - TR 11	Wendy Stang X	×	×	10/30/98		
148		Wendy Stang X	×E	×	10/30/98	_	
149	3 form - TR 13	Wendy Stang X	×E	×	10/30/98		
150	-TR	Wendy Stang X	ΧĘ	×	10/30/98		
	- TR	Wendy Stang X	×ί	×	10/30/98		
152	띪	Wendy Stang X	Χt	×	10/30/98		
153	-TR	Wendy Stang X	×	×	10/30/98		
154	3 form - TR 18a	Wendy Stang X	×	×	10/30/98		
155	3 form - TR 19	Wendy Stang X	×	×	10/30/98		
156		Wendy Stang X	×	×	10/30/98		
157	3 form - TR 20	U	×	×	10/30/98		
158	3 form - TR 22	U	×	×	10/30/98		
159	- 1	I (J)	×	×	10/30/98		
160	3 form - TR 30a	Wendy Stang X	×	×	10/30/98		
161	3 form - TR 44	Wendy Stang	×	×	10/30/98		
162	-TR	U	×	×	10/30/98		
163	T.	(C)	×	×	10/30/98		
164	٦.	σ	×	×	10/30/98		
165	H H	(C)	×	×	10/30/98		
	3 form - TR 62	O	×	×	10/30/98		
	3 form - TR 65	S	×	×	10/30/98		
		Wendy Stang X	×	×			
	3 form - TR 68	(C)	×	×	10/30/98	11/25/98	
		ၯ႞	×	×	10/30/98	11/25/98	
	Form Muni Justice	Wendy Stang X	×	×	10/30/98	11/25/98	
	3 Kubber cert. copy stamp	Wendy Stang	×	×		11/25/98	
		Linda Mitchel X	×	×	10/30/98	10/30/98	
	Video ARK Equipm #3994	Linda Mitchel X	×	×	10/30/98	10/30/98	
	Video ARR Equipm #3822	Linda Mitchel X	×	×	10/30/98	10/30/98	
	3 VCR, black, GM #VG4241 D-11	L. Mitchell	×	×	10/30/98		
		Genia Nielse	×	×	10/15/98	<u> </u>	
	1 VCR, GE, #3028 Judges Conf.	K Bell	×	×	10/30/98		
	2 Pelovze, Postage Scale	ner	×	×	9/17/98		0
		ner	×	×	9/17/98		
		1000	Manage Back	>		1	

	2 Notary Items	Genia Nielse		10/30/98	11/25/98	
	1 TV, Sharp, Judges Conf. 3684	Kris Bell		10/30/98		1
	Conf R	Genia Nielse X		10/15/98	2/1/99	
!	3 TV, RCA #199644 D-11	Linda Mitchel		10/30/98	10/30/98	
	3 TV, Sony PVM 8020 D-3	Linda Mitchel X		10/30/98	10/30/98	
	3 TV, JVC #av27850 D-3	Linda Mitchel X		10/30/98	10/30/98	1
	5	Linda Mitchel X		10/30/98	10/30/98	~-
		Linda Mitchel		10/30/98		1
į	27sf12t11 D-	Linda Mitchel		10/30/98		1
	am)	D. Cunningh X			10/27/98	1
		Bonnie Madd		0 9/11/98	9/11/98	1
	3 Stenograph Machine (Villegas)	G. Villegas		0 10/30/98	10/27/98	1
	3 Stenograph Machine (Smith)			0 10/30/98	10/27/98	
		M. Whitley			10/27/98	-
	3 Stenograph Machine (Kowalski)			0 10/30/98	10/27/98	1
	3 Stenograph Machine (Cunningh	D. Cunningh			10/27/98	
	3 Stenograph Machine (Madden)	ladd		0 9/11/98	9/11/98	1
	3 Laptop Computer (Villegas)	G. Villegas			10/27/98	1
	3 Laptop Computer (Whitley)	M. Whitley		0 10/30/98		_
	3 Laptop Computer (Kowalski)			0 10/30/98		_
	3 Laptop Computer (Cunningham)	D. Cunningh		0 10/30/98		
	1 Check Writer, Sign-o-meter	, ,		10/30/98	11/28/98	1
	3 Endorser	<u> </u>		9/11/98	9/11/98	1
	3 Credit Card Reader/Printer		×	9/11/98		1
	3 Verifone Tranz 330 Credit Card	ניז		10/30/98	10/30/98	
	3 Catalyst 5000					1
	3 Lattis Hub	Bruce Fuller				1
	3 Catalyst 5500	li				1
	1 CSII	i				1
	1 CSII					1
	3 Bay Network Hub	Bruce Fuller				
	3 Bay Network Hub	Bruce Fuller				
	3 Bay Network Hub	_				
	3 Catalyst 2900	<u>le</u>				
!	3 Catalyst 2900	Bruce Fuller				
	3 Catalyst 2900	Bruce Fuller				
	3 Catalyst 2900	Bruce Fuller				
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. 022	3 Catalyst 2900	Bruce Fuller	×	×	
221	1 MC5002	Bruce Fuller	×	×	
222	1 BCMCNT01	Bruce Fuller	×	. ×	
223	1 EC0768	Bruce Fuller	×	×	
224	1 EC0021A Server	Bruce Fuller	×	×	
225	1 Ecmail Server	Bruce Fuller	×	×	0
226	1 EC3400 Server	Bruce Fuller	×	×	
227	1 EC3300 Server	Bruce Fuller	×	×	
228	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
229	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
230	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
231	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
232	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
233	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
234	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
235	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
236	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
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238	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
239	7	Bruce Fuller	×	×	
240	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
241	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
242	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
243	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
244	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
245	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
246	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
247		Bruce Fuller	×	×	
248	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	,
249		Bruce Fuller	×	×	
250	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	•
251	1 HP Vectra VL 6/266 WS	Bruce Fuller	×	×	
252	1 HP Vectra VL 6/266 WS	Bruce Fuller		×	
253		Bruce Fuller		×	
254	1 HP Vectra VL 6/266 WS	Bruce Fuller		×	
255		Bruce Fuller		×	
256	1 HP Vectra VL 6/266 WS	Bruce Fuller		*	
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5/200 WS	5/200 WS	5/200 WS	5/200 WS	5/200 WS	5/200 WS	5/200 WS	5/200 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/166 WS	5/133 AS	5/133 AS	5/133 AS	5/133 AS
Vectra VL 5/2	۲	7	7	HP Vectra VL 5/2	HP Vectra VL 5/2	HP Vectra VL 5/2	۸۲	7	۲	۸۲					7	7	۸	۸۲	1		ectra VL 5/1						HP Vectra VL 5/1			Ⅎ				HP Vectra VL 5/1		
皇	1 HP Ve	1 HP Vectra	1 HP Vectra	1 HP Ve	1 HP Ve	1 HP Ve	1 HP Ve	1 HP Vectra	1 HP Vectra	1 HP Vectra	1 HP Vectra	1 HP Vectra VL	1 HP Vectra VL	1 HP Vectra VL	1 HP Vectra	1 HP Vectra	1 HP Vectra	1 HP Vectra	1 HP Vectra VL	1 HP Ve	1 HP Ve	1 HP Ve		1 HP Ve	1 HP Ve	1 HP Ve	1 HP Ve	1 HP Vectra	1 HP Ve	1 HP Vectra VL	1 HP Ve	1 HP Vectra VL	1 HP Vectra VL			
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	Bruce Fuller			
1 HP Vectra VL 5/133 AS	Bruce Fuller			
HP Vectra VL 5/133 AS	Bruce Fuller	×	1	
1 HP Vectra VL 5/133 AS		×		
⋠	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		1
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		1
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/133 AS	Bruce Fuller	×		
HP Vectra VL 5/100 WS	Bruce Fuller	×		
7	Bruce Fuller	×		
7	Bruce Fuller	×		
HP Vectra VL 5/100 WS	Bruce Fuller	×		
	Bruce Fuller	×		
ᅱ	Bruce Fuller	×		1
₹	Bruce Fuller	×		
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HP Vectra VL 5/100 WS	Bruce Fuller	×		
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HP Vectra VL 5/75 WS	Bruce Fuller	×		C
1 HP Vectra VL 5/75 WS	Bruce Fuller	×		C
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••••••••	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	Bruce Fuller X	<u>e</u>	<u>ē</u>	<u>e</u>	<u>e</u>	<u>e</u>			Bruce Fuller X		Fuller	Fuller	<u>e</u>	Bruce Fuller X		l)
700000000000000000000000000000000000000	1 3278 Displays	1 3278 Displays	1 3278 Displays	1 3270 Controller	3 Word 97	3 Groupwise (E-mail)	3 Office (Exel, Access)	3 Paradox	3 Application Extender	3 CalJic/ BAJI	3 Law Desk Ewpertise	3 Flirt/ Dissomaster	3 Shepards	3 Premise	3 Novell Netware	1 Pagemaker	2 PC Anywhere	2 Quattro Pro For Windows	3 Windows 95	3 Wordperfect	1 Label Pro	1 Label Pro 151	1 Label Pro For Windows 1.01	1 Label Pro 1.01	3 ORG Plus for Windows	3 FLIRT/CFLP	3 Deskscan		3 Judicial Council BBS	3 Office 97	3 Extra! Personal Client 6.2	3 Netware 3.11	3 Extral Personal Client 6.2				2 Gallery 2	3 Case View	
	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	440	441	442	443	444	445	

011	3 Printer (Kowalski)	L. Kowalski	×	0 10	10/30/98	10/27/98	
449	3 Printer GSX 190 Citizen Printer	Rosalinda G	×	1	10/30/98	10/30/98	
450	3 Printer Verifone 250 credit card	i	×	1(10/30/98	10/30/98	
451	Computer (Madden)	Bonnie Madd X		0 10	10/30/98	10/27/98	
452	Terminal IBM #sn003322	Rosalinda G X		10	10/30/98	10/30/98	
453	Terminal IBM #003325	Rosalinda G		10	10/30/98	10/30/98	
454	ā	Rosalinda G		10	10/30/98	10/30/98	
455	003317	Rosalinda G		10	10/30/98	10/30/98	
456	3 Keyboard (Smith)	L. Smith		0 10	10/30/98	10/27/98	
457	3 Keyboard #003318	Rosalinda G		_	10/30/98	10/30/98	
458	3 Keyboard, Helwett Packard	Rosalinda G		10	10/30/98	10/30/98	
459	Keyboard, #003326	Rosalinda G		10	10/30/98	10/30/98	
460	Keyboard, #003323	Rosalinda G		10	10/30/98	10/30/98	
461	eu)	Bonnie Madd		0	9/11/98	9/11/98	
462		L. Smith		_	10/30/98	10/27/98	
463	g	Rosalinda G			10/30/98	10/30/98	
464	Assis. Listening Devices Crim	Linda Mitchel		10	10/30/98		
465	Assis. Listening Devices Crim	Linda Mitchel		10	10/30/98		
466	Recorder, Courtroom #206700	Kat Boyles		10	10/30/98	11/25/98	
467	Lanier Reformater	Bruce Fuller					
468	ssette, Lanier	Bruce Fuller					
469		Bruce Fuller					
470	Recorder, Lanier, #242113 D-1	Linda Mitchel X		10	10/30/98	10/30/98	
471		Linda Mitchel X		10	10/30/98	10/30/98	
472	Recorder,	Linda Mitchel X		10	10/30/98	10/30/98	
473	Recorder, Lanier #242111	Linda Mitchel X	×	10	10/30/98	10/30/98	
474	Recorder, Lanier #242177	Linda Mitchel		10	10/30/98	10/30/98	
475		Linda Mitchel X		10	10/30/98	10/30/98	
4/6	3 Kecorder, Lanier #251392 D-7	Linda Mitchel		10	10/30/98	10/30/98	
4//		Linda Mitchel		10	10/30/98	10/30/08	
478		Linda Mitchel X		10	10/30/98	10/30/98	
479	Recorder,	Linda Mitchel X		10	10/30/98	10/30/98	
480	3 Recorder, Lanier #251389 D-11	Linda Mitchel X		10	10/30/98	10/30/98	
481	Recorder, Lanier #242112 D-12			10	10/30/98	10/30/98	
482	Recorder, Lanier #242116 D-E		×	10	10/30/98	10/30/98	
483	3 Confer-Corder Y Roche's office	chel	×	10	10/30/98	10/30/98	
484	1 Stamp, date, time, Amano Electr Gerri Palr	ner	×	0	9/11/98	9/11/98	
787	1 Ctome date time American						-

486	3 Stamp, time	Wendy Stang	×		10/30/98	11/25/98	
487	1 Stamp, date digital	Kris Bell	×		10/30/98		
488	1 Stamp, digital	Kris Bell		ì	10/30/98		
489	1 Stamp, digital	Kris Bell			10/30/98		,
490	1 Stamp, date, rubber	Joey Umali			9/11/98	9/11/98	
491	1 Stamp, date, plunger				9/11/98	9/11/98	
492	3 Stamp, Rapidprint, number mac	Gerri Palmer			9/11/98	9/17/98	
493	2 Stamp, hand, date	Gerri Palmer	×	2.5	5 9/18/98	9/18/98	
494	2 Stamp, hand, date	Gerri Palmer		2.5	5 9/18/98	9/18/98	
495	2 Stamp, hand, date	Gerri Palmer		2.5	5 9/18/98	9/18/98	
496	2 Stamp, hand, date	Gerri Palmer		2.6	5 9/18/98	9/18/98	
497	2 Stamp, hand, date	Gerri Palmer		2.5	5 9/18/98	9/18/98	
498	2 Stamp, hand, date	T		2.5	9/18/98	9/18/98	
499	2 Stamp, hand, date			2.6		9/18/98	_
200	2 Stamp, hand, date	Gerri Palmer		2.5		9/18/98	
501	2 Stamp, hand, date	mer		2.5	5 9/18/98	9/18/98	
502	2 Stamp, hand, date	Gerri Palmer		2.5		9/18/98	
503	2 Stamp, hand, date	Gerri Palmer	×	2.5	5 9/18/98	9/18/98	
504	2 Stamp, hand, date	Gerri Palmer		2.6	5 9/18/98	9/18/98	
505	2 Stamp, hand, date	Gerri Palmer		2.6	5 9/18/98	9/18/98	
206	2 Stamp, hand, date	mer		2.5		9/18/98	
207	2 Stamp, hand, date	mer		2.5		9/18/98	
208	2 Stamp, hand, date	Gerri Palmėr		2.5	5 9/18/98	9/18/98	
509	2 Stamp, hand, date	Gerri Palmer	×	2.5	5 9/18/98	9/18/98	
0		mer		2.5	5 9/18/98	9/18/98	
511	2 Stamp, hand, date	Gerri Palmer		2.5	5 9/18/98	9/18/98	
512	2 Stamp, hand, date	ner		2.5	5 9/18/98	9/18/98	
က	1 Stamp, cookie, date	Gerri Palmer	×	0	9/11/98	9/11/98	
514	3 Stamp, date	tang			10/30/98	11/25/98	
515		tang			10/30/98	11/25/98	-
516	3 Stamp, hand, date	Genia Nielse					
7		es	,		10/30/98	11/25/98	
518	2 Stamp, cookie, date	Kris Bell			10/3/98		
519	2 Stamp, cookie, date				10/3/98		
520	2 Stamp, cookie, date				10/3/98		
521			×		10/3/98		
522	2 Stamp, cookie, date				10/3/98		
523	1 Stamp. cookie. date	Bruce Fuller	Mage 14 of 38 X				

924		Kat Boyles	×	×		10/30/98	11/25/98	
272		Kat Boyles	×	×		10/30/98	11/25/98	
526		Kat Boyles	×	×		10/30/98	11/25/98	
527	Stamp, self-inked	Kat Boyles	×	×		10/30/98	11/25/98	
528	self-inked	Kat Boyles	×	×		10/30/98	11/25/98	
529	self-inked	Kat Boyles	×	×		10/30/98	11/25/98	
530	self-inked	Kat Boyles	×	×		10/30/98	11/25/98	
531	Stamp, self-inked	Kat Boyles	×	×		10/30/98	11/25/98	
532		Kat Boyles	×	×		10/30/98	11/25/98	
533		Kat Boyles	×	×		10/30/98	11/25/98	
534		Kat Boyles	×	×		10/30/98	11/25/98	
535		Kat Boyles X	×	 ×		10/30/98	11/25/98	
536		Kat Boyles	×	×		10/30/98	11/25/98	
537		Kat Boyles	×	×	-	10/30/98	11/25/98	
538		Kat Boyles	×	×	_	10/30/98	11/25/98	
539	Stamp, non-ink	Kat Boyles	×	×	-	10/30/98	11/25/98	
540	Stamp, pre-inked, "Filed"	Kat Boyles	×	×		10/30/98	11/25/98	
541		Kris Bell	×	×		10/30/98		
542	Stamp, date, uninked	Kat Boyles	×	×		10/30/98	11/25/98	
543	Stamp, date, uninked	Kat Boyles	×	×	-	10/30/98	11/25/98	
544	Stamp, date, uninked	Kat Boyles	×	×		10/30/98	11/25/98	
545	Stamp, date, uninked	Kat Boyles	×	×		10/30/98	11/25/98	
546	Stamp, certification	Kat Boyles	×	×	-	10/30/98	11/25/98	
547	Stamp, Superior Ct. Filed D-1	Linda Mitchel	×	×	-	10/30/98	10/30/98	
548		Linda Mitchel	×	×	0	9/11/98	9/11/98	
549	Stamp, Superior Ct. Filed D-1	Linda Mitchel	×	×	_	9/11/98	9/11/98	
550	Stamp, Muni Ct. Filed D-2	Linda Mitchel	×	×	0	9/11/98	9/11/98	
221	Muni Ct. Filed D-3	Linda Mitchel	×	×	0	9/11/98	9/11/98	
227	Stamp, hand, date D-3	Linda Mitchel	×	×	7	10/30/98		
553	Stamp, Superior Ct. Filed D-4	Linda Mitchel	×	×	0	9/11/98	9/11/98	
224	Stamp, Superior Ct. Filed D-4	Linda Mitchel	×	×	0	9/11/98	9/11/98	
222	Stamp, Superior Ct. Filed D-5	Linda Mitchel	×	×	7	10/30/98		
220	Stamp, Superior Ct. Filed D-5	Linda Mitchel	×	×	7	10/30/98	10/30/98	
2/	ed D-5	Linda Mitchel	×	×		9/11/98	9/11/98	1
228	Stamp, hand date, D-5	Linda Mitchel	×	×	0	9/11/98	9/11/98	
229	Stamp, Superior Ct. Filed D-6	Linda Mitchel	×	×	1	10/30/98	10/30/98	
260	9-0	Linda Mitchel	×	×	0	9/11/98	9/11/98	
561	1 Stamp, hand date D-6	Indo Mitchal Office	Dene 15 of 29	>		0/44/00		-

2 Stamp, Superior Ct. Filed D-7	Linda Mitchel X		0	9/11/98	9/11/98	
- [Linda Mitchel X		0	9/11/98	9/11/98	1
Stamp, Superior Ct. Filed D-8	Linda Mitchel >		0	9/11/98	9/11/98	1
	Linda Mitchel >		0	9/11/98	9/11/98	_
Ct. Filed D-9	Linda Mitchel X		0	9/11/98	9/11/98	1
Stamp, Muni Ct. Filed D-9	Linda Mitchel >		0	9/11/98	9/11/98	1
Superior Ct. Filed D-10	Linda Mitchel X		0	9/11/98	9/11/98	1
2 Stamp, Muni Ct. Filed D-10	Linda Mitchel >			10/30/98		-
	Linda Mitchel >		0	9/11/98	9/11/98	1
Stamp, Muni Ct. Filed D-11	Linda Mitchel >		0	9/11/98	9/11/98	-
	Linda Mitchel >		0	9/11/98	9/11/98	_
Stamp, Superior Ct. Filed D-12	Linda Mitchel >			10/30/98	10/30/98	
}	Linda Mitchel X			10/30/98		_
	Linda Mitchel X	×	0	9/11/98	9/11/98	1
	Linda Mitchel >		0	9/11/98	9/11/98	~
1 Stamp, hand date D-E	Linda Mitchel >		0	9/11/98	9/11/98	1
	Gina Nielsen			10/15/98	2/1/99	-
	Kris Bell			10/30/98		1
	Kris Bell			10/30/98		1
	Kris Bell			10/30/98		1
	Kris Bell			10/30/98		1
	Kris Bell			10/30/98		1
	Kris Bell)			10/30/98		-
	Kris Bell			10/30/98		-
	Kris Bell			10/30/98		-
	Kat Boyles >			10/30/98		1
	Genia Nielse >			10/15/99		1
	Genia Nielse			10/15/99		
	Genia Nielse			10/15/99		1
	Genia Nielse			10/15/98		0
	Genia Nielse >			9/11/98		-
	Genia Nielse			9/11/98		1
	Genia Nielse			9/11/98		1
	Genia Nielse X			9/11/98		-
	Genia Nielse X		0	9/11/98		-
				9/11/98		-
	- 1			9/11/98		1
	Genia Nielse	Example 16 of 38 X		0/11/00		-

		- -	- 7					-					r= ·		-	_	-		1	1	_	~	-		-	-	-	_	_	~		-	-	-	1	-	-
										00,000	11/20/96	11/23/30	86/07/11	86/1/2	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98
9/11/98	9/11/98	9/11/08	9/11/90	0/11/0	0/11/0	9/11/98	9/11/98	9/11/98	9/11/98	9/11/90	10/30/98	10/20/00	10/30/90	10/12/90	10/20/30	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98	10/30/98
×	×	×	×	×	< ×	< >	< >	< ×	< ×	< ×	< ×	< ×	< >	< >	< >	< >	< >	<	< >	× ;	× ;	× :	×	×	×	× >	< >	< >	< >	< >	< >	< >	< >	<>>	< >	< >	<
Genia Nielse X	Genia Nielse X	Genia Nielse X	else	else	else	else	else	else else	else			Kat Boyles	Genia Nielse	Linda Mitchel X	linda Mitchel X	Linda Mitchel X	Lindo Mitchel V	Linda Mitchel A	Lindo Mitchell X	Linda Mitchel A	Linda Mitchel A	Linda Mitchel A	Linda Mitchel X	Linda Mitchel X	Linda Mitchel A	Linda Mitchell X	Linda Mitchell X	Linda Mitchel X	Linda Mitchel X		linda Mitchel X	linda Mitchel X	Linda Mitchel X	linda Mitchel X		Mitchel	
3 Pager 960-0151	3 Pager 960-0152	3 Pager 960-2281	3 Pager 969-0257	3 Pager 969-6255	3 Pager 970-3514	3 Pager 973-2805	3 Pager 973-7285	3 Pager 979-1448	3 Pager 979-6551	3 Sobel Calculator D-E	3 Sobel Calculator D-E	3 Answering Machine AT&T BO60	1	1 Clock D-1	1 Clock D-2	1 Clock D-3	1 Clock D-4		1 Clock D-6	1 Clock D-7						- -		1 Clock chamber ECS	1 Clock chamber YH	1 Clock chamber RR	1 Clock chamber W.IM	+	1 Clock chamber GSB	1 Clock chamber EAR	1 Clock chamber LRB	1 Clock chamber LL	1 Clock showbor DICO
100	602	603	604	605	909	209	809	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	620

Great Great VED	Linda Mitchel		×		10/30/98	10/30/98
Clock in pri, court docs	Kat Boyles	×	×		10/30/98	11/25/98
Stamp, elctric date, Whitaker Br	Gerri Palmer		×		0 9/11/98	9/11/98
Starrip, eletric date, Whitaker Br	Gerri Palmer		×	0		9/11/98
1 Fax machine Capon 5060	Gerri Palmer		× ×	3	0 9/11/98	9/11/98
	Joev Umali	< ×	< ×		70000	00,00,11
	Gerri Palmer		< ×		10/30/90	11/28/98
Fax machine (for court minutes)	Kat Boyles		< ×		8/11/88	8/11/8
	Kat Boyles	×	×		10/30/00	44/06/00
Fax-copier, work center pro 535		×	×		06/06/01	06/07/1
	Genia Nielse		×			
	Wendy Stang		×	200-500	10/30/98	11/25/08
	Bruce Fuller		×		000000000000000000000000000000000000000	00/07/11
Copier, Canon by breakroom	Gerri Palmer	×	×		0/17/08	0/47/00
	Gerri Palmer		×		9/17/98	0/17/00
	Dan Herefor		×		0/30/08	0/10/00
	Kat Boyles	×	×		00000	44/05/00
	Kat Boyles	×	×		10/30/08	11/25/96
	Genia Nielse	×	×		10/15/98	2/1/00
	B. Haglof	×	×	С	┦_	10/27/08
	Kat Boyles	×	×			11/25/98
	Kat Boyles	×	×		10/30/98	11/25/98
	Kat Boylès	×	×		10/30/98	11/25/98
	Kat Boyles	×	×		10/30/98	11/25/98
	Stang	×	×	400	10/30/98	11/25/98
	wendy stang	×	×	400	10/30/98	11/25/98
	Wendy Stang	×	×	400	10/30/98	11/25/98
	Wendy Stang	×	×	400	10/30/98	11/25/98
	Bruce Fuller X	×	×			
	3ruce Fuller	×	×			
	Bruce Fuller	×	×			
		×	×			
		×	×			
_		×	×			
	<u>e</u>	×	: ×			
	<u>e</u>	×	: ×			
Takacam At	D. 1.0					

מאמכטווו או	Bruce Fuller	×	9/11/98	9/17/98	0
3 Memo Scribe, Sanyo	Bruce Fuller	×			0 -
3 Memo Scribe, Sanyo	T	×			
3 Memo Scribe, Sanyo		×			
0 Panic Buttons			10/30/98	11/25/98	
0 Panic Buttons			10/30/98	11/25/98	
0 Panic Buttons	Kat Boyles	×	10/30/98	11/25/98	
1 Microwave oven	Madd		0 9/11/98	10/27/98	- -
		×		201120	
3 VCR, Black, JVC	Brenda Lussi X				-
asonic, 4head	Brenda Lussi X				
	Brenda Lussi X				-
	Kat Boyles		10/30/08	11/25/08	
2 Typewriter (IBM) #212107	S	×	10/30/98	11/25/98	-
	es		10/30/98	11/25/98	
	es		10/30/98	11/25/98	- -
	es		10/30/98	11/25/98	-
it Slips	Kat Boyles	×	10/30/98	11/25/98	
	efor		7		
-	Dan Herefor X				
Form SAU - 2	Dan Herefor X				
- 2A	Dan Herefor X				
- 2B	efor	×			
-5	Dan Herefor X				
9-					
1 Form SAU - 7	Dan Herefor X	×			
					-
TOTAL COMPLIANCE	1308				
TOTAL CRITICALITY	1377				
PERCENT PROJECT COMPLETE	0 05				